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MEMORANDUM FOR: Chief, Plans and Policy Staff

17 April 1957

SUBJECT : Intelligence School Weekly Report
11 April through 17 April 1957

Document No. [redacted]
 Report #16 in [redacted] [redacted]
 Class [redacted] 10 30
 Author [redacted] [redacted]
 Date: 3-10-78 By: 35

I. SIGNIFICANT ITEMS:

The first JOT Wives' Briefing was conducted on 16 April. It consisted of a Word of Welcome from [redacted] C/JOTP; [redacted] 25X1 a one-hour presentation on Intelligence by the OTR Orientation Officer; a half-hour presentation on Security and Cover by Mr. [redacted] SO; and a half-hour presentation on Occupational Medicine by [redacted] of the Medical Staff. The program concluded with a fifteen-minute message from the Director of Training.

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In addition to the [redacted] JOT couples in attendance were the Director of Training, the Director of Security, [redacted] and [redacted]

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FI/OPS.

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The program was well received by the audience. The JOT's who were in attendance have been invited to submit their comments. There will also be other consultations with the C/JOTP with a view toward further strengthening the briefing.

II. OTHER ACTIVITIES:A. OTR Orientation Officer

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(1) On 15 April the CIA Introduction was conducted for [redacted] people. For the first time since the inception of this program in November 1951, a film was used to illustrate the intelligence process. It is the thirty-minute film produced by the Air Force during World II. It was received enthusiastically by this audience. Readings will continue to be taken on the training value of the film for a period of time.

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- (4) The CIA Review was conducted on 11 April for [] people.

B. Management Training

(1) Of the [] students (the course maximum) who were enrolled for the current presentation of Basic Supervision, [] now remain. One man dropped the course at the end of the first day, one girl withdrew because of a death in the family, one man cancelled at the end of the first week because of processing for overseas, and a fourth man had to drop out because of illness. The next presentation for this level (GS 9-11) will be offered 3-14 June and already has [] people registered for it.

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(2) [] returned to the Office of the Comptroller on 12 April.

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C. Intelligence Training

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(1) On 10 April [] met with the FDD Language Training Officers at [] to discuss further the development of a training program for that Division. Several possibilities were discussed, and a separate report will follow.

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(2) Of the [] students enrolled in Effective Speaking #3, [] completed the course on Monday, 15 April. As before, the student reaction to the course was enthusiastic.

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(3) [] students have enrolled for Conference Leadership #5, which will begin 22 April; [] students have enrolled for Writing Workshop #13, which will also begin 22 April.

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(4) On Monday, 15 April, [] continued discussions with representatives of the [] and Industry Division of ORR concerning the preparation of economic research problems for use in the next presentation of Intelligence Research (Maps). They are cooperating fully in the project.

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(5) [] attended the regular meeting of the Area Advisory Committee on 10 April.

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D. Instructor Training

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Nothing to report.

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E. Administrative Training

[redacted] absence for recuperation from her operation will continue until the time she is to report to her new assignment preparatory to going overseas with her husband. No replacement is in sight at the present time; in fact, the Office of Personnel has not been able to provide even temporary help. Both Administrative Procedures #72 (currently running) and Operations Support #26 (scheduled to begin 29 April) must suffer as a result of this shortage of clerical help. Changes and additions in student kits cannot be kept current and it is therefore possible that obsolete materials will be continued in use. It is also probable that certain student assignments and problems which require duplicating and assembling numerous forms and records will have to be omitted. Budget and Finance Procedures #2, presently scheduled to start 6 May, may also have to be postponed until more clerical help is available.

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F. Reading Improvement

(1) Reading Improvement #34 started Monday, 15 April, with [redacted] students enrolled. Agency components are represented as follows: DD/S - [redacted] DD/P - [redacted] DD/I - [redacted] This is the first of the two experimental 3½ week classes, meeting 2 hours each day. The enrollment is about the same as it has been for the last three classes.

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(2) [redacted] of the Management Staff, is collecting some reading materials for Reading Improvement to inspect with a view to developing more practice exercises based on DD/S reading matter.

G. Intelligence Orientation

(1) Intelligence Orientation #8 ended on 12 April. The student critiques indicated that they found the course highly informative and professionally conducted.

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(2) On Thursday, 11 April, [redacted] attended a lecture and conference at the Strategic Intelligence School, to observe the unit of instruction on Memory Training. The presentation was well done and effective for MA's, but has no immediate application to IS presentations.

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(3) On 15 April [redacted] met with the Chief and Deputy Chief, IS, and [redacted] of the Office of Communications to discuss the need of that Office for a special version of IO to be presented to Signal Center personnel. Over

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[redacted] shift workers in the Center are unable to attend the regular four-week daytime IO. [redacted] will discuss the problem in greater detail with O/C representatives later this week. Depending on what he finds, a formal request from O/C may be forthcoming.

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H. Clerical Training

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(1) During the week of 8 April there were [redacted] people in Clerical Induction Training and [redacted] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 8 April were as follows: Of [redacted] people tested in shorthand, [redacted] qualified; of [redacted] people tested in typewriting, [redacted] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 15 April were as follows: Of [redacted] people tested in shorthand, [redacted] qualified; of [redacted] people tested in typewriting, [redacted] qualified.

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(4) [redacted] completed the Effective Speaking course given by [redacted] on 15 April.

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(5) [redacted] is enrolled in the Reading Improvement class which will be given from 15 April through 8 May 1957.

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(6) [redacted] will be in New York City attending the Eastern Business Teachers Association Convention during the week of 15 April. During her absence, [redacted] is Acting Chief, Clerical Training.

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I. Visual Aids Staff

The weekly activities report of VAS is attached.

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III. PERSONNEL NOTES:

A. [redacted] is on emergency leave because of a death in the family. She hoped to be back about 1 May.

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B. [redacted] is still on sick leave, recuperating satisfactorily from his operation.

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[redacted]
Chief, Intelligence School

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